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|  UN-Habitat_FOR A BETTER URBAN FUTURE_blue | **United Nations Human Settlements Programme** |
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| infohabitat@unhabitat.org, www.unhabitat.org |

**TERMS OF REFERENCE**

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| ORGANIZATIONAL LOCATION: | Policy, Legislation and Governance Section, Urban Practices Branch, UN-HABITAT |
| DUTY STATION: | Nairobi, Kenya  |
| FUNCTIONAL TITLE: | Policy and Programme Management Expert |
| DURATION: | 6 months |
| STARTING DATE: | DATE: As soon as possible |

**ABOUT THE ORGANIZATION**

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

Within UN Habitat, The Urban Practices Branch (UPB) is the tools and methodology production centre of the Agency. It develops normative guidance and cutting-edge tools through the following communities of urban practices: (i) policy, legislation and governance; (ii) urban planning, finance, and economic development; (iii) urban basic services; and (iv) land, housing and shelter. It also ensures that the cross-cutting areas of resilience and safety and the social inclusion issues of human rights; gender; children, youth, and older persons; and disability are developed and mainstreamed throughout the programme portfolio.

The (Urban) Policy, Legislation and Governance Section (PLGS) plays a critical role in implementing the Agencies Strategic Plan, flagship programmes, the relevant Sustainable Development Goals, and the New Urban Agenda. Working with in collaboration and in coordination with other parts of the agency both at Headquarters and in the field to supports governments and partners, the Section fosters high impact initiatives, programmes and projects that draws from its world-class expertise and knowledge to deliver timely, fit-for-purpose and targeted solutions. The Section serves as the Agency’s focal point and global solutions centre of excellence on Urban Policy, Legislation and Governance.

The consultant will provide expertise to PLGS in (A) National Urban Policy, normative work, program proposals, projects initiatives and processes, (B) Urban-Rural Linkages, reviewing documents on Intermediary cities, organizing and facilitating collaboration, events, relevant documents and publications towards implementation of Urban-Rural Linkages: Guiding Principles, (C) Regional and Metropolitan Management, with a focus on expanding the portfolio of urban corridor development studies, and associated areas of work, where necessary, such as planning of events and other normative and operational work on Policy, Legislation and Governance.

1. **Selected Responsibilities/Activities**

**A. Regional and Metropolitan Management**

In order to contribute to PLGS to advance the portfolio on Urban Corridor Development and Metropolitan Management, based on the lessons from the Yaoundé-Nsimalen Highway Corridor and the Dibamba Riverbanks Corridor in Douala, in Cameroon, the consultant will undertake the main activities to expand PLGS´s knowledge portfolio and tool development to promote and evaluate the implementation process:

1. Preparation of materials for documenting framework of the Urban Corridor Development Studies for the Yaoundé-Nsimalen Highway for future implementation and sharing in other countries
2. Development of an impact story of the Urban Corridor Development Studies for the Yaoundé-Nsimalen Highway (up to 4 pages)
3. Development of a draft policy brief of the Urban Corridor for the Sabah Development Corridor (SDC) and Sarawak Corridor of Renewable Energy (SCORE) in Malaysia, including lessons from Yaoundé-Nsimalen Corridor in Cameroon (up to 4 pages)
4. Development of a draft policy brief of the Urban Corridor Development Studies for the Eastern Economic Corridor in Thailand, including lessons from Yaoundé-Nsimalen Corridor in Cameroon (up to 4 pages).

**B. National Urban Policies**

In order to advance the PLGS work of the National Urban Policy (NUP) programme, the consultant will contribute to the management and facilitation of NUP projects, especially in the operation of Korea National Urban Policy Programme (Korea NUPP) including for Niger State, in line with Strategic Plan and Flagship Programme.

The consultant also will support to liaise with Korean counterparts, including the Ministry of Land, Infrastructure and Transport among others.

For this area of work, the specific tasks of the consultant will include:

1. Provision of expertise to the implementation of Korea NUPP Phase 1
	1. Provision of project documentations to organize, facilitate and report relevant programme activities including implementation of demonstration projects particularly in Niger State
	2. Organization and facilitation of collective process and consultation for the final report of the Phase 1
	3. Development of proposals to facilitate the collaboration with potential partners in Korea, Japan, China and other parts of Asia
2. Advancement of operation and provision of relative materials for programme implementation of Korean NUPP Phase 2
	1. Development and facilitation of technical documents to establish and institute contribution agreement and its implementation
	2. Development of advisory materials with partners that feed into Korea NUPP Phase II Work Plan and implement relative programme activities
	3. Contribution to the edition, review, and layout of documents of the Korea NUPP Phase 2
	4. Organization and facilitation of inception meetings for the programme implementation, and documentations of relative activities
	5. Contribution to the Korea NUPP stakeholders’ engagement and documentations of relative activities

**C. Urban-Rural Linkages**

In order to advance the PLGS work of the Urban-Rural Linkages (URL) programme, the consultant will work on the management and operation of selected URL programme, projects, documentation and providing technical support to partners.

For this area of work, the specific tasks of the consultant will include:

1. Facilitation of the development process of the 3rd COMPENDIUM OF INSPIRING PRACTICES ON URBAN-RURAL LINKAGES
2. Consultation with case study authors and its documentation
3. Development a draft analysis report on review of case studies
4. Organization of compilation of case studies
5. Contribution to the finalization of the 3rd compendium and its publication
6. Contribution to the advancement of URL programme portfolio
7. Contribution to the edition, review and layout of URL document, data collection and analysis for the publication
8. Review and substantive inputs into relevant policy papers, reports, publications for the OECD-UN-Habitat Cities Connect Initiative
9. Contribution with the review of the case study on Governance of Climate Change in Intermediary Cities
10. **ULTIMATE RESULT OF SERVICE**
11. Preparation of materials on Urban Corridor Development
12. 1 impact story on UN-Habitat work in Cameroon
13. 1 policy brief on SDC and SCORE economic corridors in Malaysia
14. 1 policy brief on EEC in Thailand
15. Development and implementation of National Urban Policy Programme and Korean NUPP
16. 1 Project documentation of Korea NUPP demonstration projects
17. 1 Technical material for the implementation of the contribution agreement with Korea
18. 1 material of consultation for the Final Report of the Phase 1
19. 4 advisory materials of Korea NUPP Phase 2 programme
20. 1 document reporting inception activities of Korea NUPP Phase 2
21. 1 Proposal to facilitate the collaboration with potential partners in Korea, Japan, China and other parts of Asia
22. 1 document to report Korea NUPP stakeholders’ engagement
23. Facilitation of the development process of the 3rd COMPENDIUM OF INSPIRING PRACTICES ON URBAN-RURAL LINKAGES and contribution to the URL collaboration and advancement of URL portfolio
24. 1 report of consultation with case study authors and its documentation
25. 1 draft analysis report on review of case studies and 1 compendium of Urban-Rural Linkages
26. Two review notes on papers produced for the OECD-UN-Habitat Cities Connect Initiative (2 pages each)
27. **SUPERVISION**

The consultant will be part of, and work with the Policy, Legislation and Governance Section (PLGS) team located in UN-Habitat, reporting to the Chief of PLGS and the Coordinator of the UPB. In Cameroon (Douala/Yaounde), he /she will collaborate with the focal point of UN-Habitat for the Regional Office for Africa (ROAf).

1. **QUALIFICATIONS/REQUIREMENTS**
2. **Qualifications, skills, experience:**

**Degree level:** Advanced University Degree (Master’s degree) in sustainable urbanization related disciplines: Urban Planning, Urban Management, Urban Policy, Urban Design, Architecture.

**Work experience:** At least two (2) years of work experience in urban or territorial/regional planning and design, urban-rural linkages, urban policy or governance, assessment related work, or related fields. Experience in operational activities and research and/or policy development work related to formulation and implementation of urban policies.

Experience in international organizations and knowledge of UN activities and its current programmes would be an asset. The applicant must have excellent communication, graphical and technical writing skills and be capable of working in a multicultural environment.

**Language(s):** He/she must be fluent in both spoken and written English. Korean language is required for this post. Knowledge of other languages is a plus.

**Computer skills:** Basic knowledge of office software, e.g. Microsoft Office; other software for carrying out research and analysis such as Illustrator, InDesign, Photoshop, ArchiCAD or similar is an advantage.

1. **Competencies and values:**

**Professionalism.** Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.

**Communication.** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise, and meaningful.

**Teamwork.** Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and organizing.** Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

1. **TIME AND COST IMPLICATIONS: Programme Management Officer (6 months)**

Many of the activities will be ongoing and could take up to three months. Progress reports will be used to complement other deliverables as appropriate.

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|  | **Outputs** | **Duration** | **Cost (USD)** |
| **1** | * Project documentations to organize, facilitate and report relevant programme activities including implementation of demonstration projects
* Technical documents to establish and institute contribution agreement and its implementation
* Consultation with case study authors and its documentation
 | 1 month | 4200 |
| **2** | * Facilitation of collective process and consultation for the Final Report of the Phase 1
* A draft analysis report on review of case studies
* An impact story of the Urban Corridor Development Studies for the Yaoundé-Nsimalen Highway (up to 4 pages)
 | 1 month | 4200 |
| **3** | * Advisory materials with partners that feed into Korea NUPP Phase II Work Plan and implement relative programme activities
* Organization of compilation of case studies
* A draft policy brief of the Urban Corridor Development Studies for the Eastern Economic Corridor in Thailand (up to 4 pages)
 | 1 month | 4200 |
| **4** | * Edition, review, and layout of documents related to the Korea NUPP Phase 2
* Finalization of the 3rd compendium and its publication
* Two review notes on papers produced for the OECD-UN-Habitat Cities Connect Initiative (2 pages each)
 | 1 month | 4200 |
| **5** | * Inception meetings for the Korea NUPP Phase 2 implementation, and documentations of relative activities
* Edition, review and layout of URL document, data collection and analysis for the publication
* A draft policy brief of the Urban Corridor for the Sabah Development Corridor (SDC) and Sarawak Corridor of Renewable Energy (SCORE) in Malaysia (up to 4 pages)
 | 1 month | 4200 |
| **6** | * Proposals to facilitate the collaboration with potential partners in Korea, Japan, China, and other parts of Asia
* Contribution to the Korea NUPP stakeholders’ engagement and documentations of relative activities
* Two review notes on papers produced for the OECD-UN-Habitat Cities Connect Initiative (2 pages each)
 | 1 month | 4200 |
|  | **6 months** |  | **USD 25,200** |

1. **EVALUATION CRITERIA**
* **Scoring of criteria evaluation**

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| **Summary of Proposal Evaluation** | **Score Weight (%)** |
| 1 | Technical Evaluation criteria | 100 |
| Total | 100 |

* + **Technical evaluation criteria**

***Proponents shall submit in the Technical Proposal all information and support documentation required to perform a complete evaluation of the proposal according to the criteria described in the table below.***

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| Criteria | Score |
| **1- Technical approach** |   |
| Project management development and implementation plan, following the milestones proposed in section ‘Time and cost Implications’: | 25 |
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| i) Understanding of the tasks, the project environment and sufficient addressing of the important aspects of the task |  |
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| ii) Relating different components of the mandate (mission) |  |
| iii) Appropriateness to the tasks/activities of the mandate |  |
| iv) Clarity and organization of activities and whether the sequence of the planning is logical and realistic |  |
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| **2-Mission/Mandate** |   |  |
| The structural and consistent comprehension of the mission | 15 |  |
| **3-Thematics** |   |  |
| Knowledge on regional and Metropolitan Management | 15 |  |
| Relations with National Urban Policy (NUP) |  |
| Knowledge on National Urban policies and National Urban Policy Programme | 15 |  |
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| Relations among Urban Rural linkages, National Urban Policy and regional and Metropolitan Management  | 15 |  |
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| Documented significant references of experiences on NUP, URL and regional and metropolitan works in Cameroon. | 15 |  |
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| **Total** | **100** |  |

1. **Modality of award and conditions of service**

The award of the contract will not be negotiated but based on technical evaluation only. The financial provisions remain those included in the Terms of Reference. The highest score of this evaluation will be the one to whom the contract will be issued.

The duration of the assignment is six (6) months.

The post will be located in the Policy, Legislation and Governance Section (PLGS) of Urban Practices Branch (UPB) within the United Nations Human Settlement Programme Headquarters in Nairobi, Kenya. For the necessity of the mandate, the consultant will temporally move to Douala, Cameroon or work remotely.